Chapter 1 Concepts

Text Action. This term is used to refer to how the screen will scroll.

Send to Accounting. This term is used to refer to whether the encumbrance is sent to accounting or not.

Status Change Date. This term is used to refer to the date the status was last changed.

Status Code. This term is used to refer to the status of the contract, contract amendment/change or contract invoice/payment.

T-Number. This term is used to refer to a contract type or grouping number used to indicate the type of services/commodities on contract, i.e., janitorial services, medical supplies, etc.

Unit of Measure (UOM). This term is used to refer to the unit of measure of the commodity/service contracted or invoiced.

Vendor/Contractor Number. This term is used to refer to the FEIN or social security number plus a 2 digit location code for the service provider for this contract.

Vendor Invoice Number. This term is used to refer to the vendor invoice number for the tracking contract invoice/payment.

KEY CONCEPTS

Contract
Overview

CFMS contracting is to provide a direct entry process whereby a contract that is professional, social service, personal, governmental, consulting services, capital outlay construction, or a building, rental and lease agreement may be entered directly into the contract database. Non-payable contracts can also be entered into CFMS, if the user has the appropriate security access. The encumbrance/cancel encumbrance is simulated for the non-payable contract. Additionally, it provides system controls, in the form of edits, to prevent agencies from paying more, by dollar amount, than is permitted on a CFMS contract for any given fiscal year. After the contract is entered in CFMS it must be maintained by the appropriate contract personnel.

Contract
Components

Each contract is composed of three major components (header, fiscal year information and accounting distribution, discussed below) and four other components including contract description, contract line/commodity description changes, contract notes, and contract vendor text. The contract header screen includes the primary contract award data such as contract number and title, document type, and contracting and paying agency required for processing. The contract line number screen includes all data such as commodity and line numbers, unit of measure, quantity and price required for award of a commodity on a contract. The contract distribution accounting screen is used to process the encumbrance of a contract by including the amount, fiscal year and distribution. The contract commodity description may be modified for an individual contract. The contract notes screen is an electronic note pad for recording free form notes. The contract vendor text screen is used to record vendor information regarding a specific contract line.

Fiscal Year
Not To Exceed
Amount

CFMS contracting provides a capability to specify, by fiscal year, a specific not to exceed dollar amount. Once established, the system will not permit processing of contract invoices for a cumulative total, in a given fiscal year, greater than that fiscal year's not to exceed amount.

Contract
Accounting
Distributions

CFMS uses the proportional distribution accounting method on periodic payments, this method allows all contracts to be paid for on a percentage basis out of one or more account distributions.

Amendment/Change
Overview

An contract amendment/change is another of the key fundamental components of the contract financial management process. Amendments/change may be entered into CFMS to record scope of service changes, financial information changes, increasing or

DISCUSSION OF TRANSACTIONS

Contract Accounting
Distribution
Screen
(KACG)   The contract accounting distribution screen provides the user with the ability to add, change, delete or inquire an accounting distribution record.

Contract
Amendment/Change
Screen
(KAMD)   The contract amendment screen provides the user with the capability to add, change, delete, or inquire contract amendment/change records.

Contract Audit
Screen
(KAUD)   The contract amendment screen provides the user with the ability to add, maintain and inquire contract audit requirement data.

Contract Amendment
Accounting Distribution
Screen
(KCAC)   The contract change accounting distribution screen provides the user the ability to add, change, delete, or inquire an accounting distribution change record.

Contract Copy
Screen
(KCPY)   The contract copy screen provides the user with the capability to copy CFMS contracts.

Contract Amendment/
Change Text
Screen
(KCTX)   The contract amendment/change text screen provides the user with the capability to document text that is pertinent to a particular contract amendment/change.

Contract
Advance Refund
Screen
(KCUP)   The contract recoupment screen provides the user with the capability to record contract recoupment history.

Contract Description
Screen
(KDES)   The contract description screen providers the user with the ability to maintain additional description text for a given contract.

Contract Line
Information
Screen
(KENL)   The contract entry line screen provides the user with the capability to add, change and inquire information on contract lines.

Contract Entry
Screen
(KENT)   The contract entry screen provides the user with the capability to record and maintain information about contracts in CFMS.

Contract
Entry Detail
Screen
(KEN2)   The contract entry screen #2 provides the user with the capability to maintain contract information and payment method information.

Contract Invoice/
Payment Line
Screen
(KILN)   The contract invoice/payment line screen provides the user with the ability to maintain and inquire on invoice line information.

Contract Invoice
Line Text
Screens
(KILT/KIL2)   The contract invoice line text screen provides the user with the ability to record vendor information with respect to a specific invoice line.

Contract Invoice/
Payment
Screen
(KINV)   The contract invoice/payment screen provides for add, change, delete and inquiry of basic contract invoice/payment information.

Contract Labels
Screen
(KLBL)   The contract labels screen provides the user with the capability to maintain labels to be used for demographic fields of the contract header.

Contract Line
Demographic Labels
Screen
(KLDL)   The contract line demographic labels screen provides the user with the capability to maintain labels to be used for demographic fields of the contract line.

Contract Line
Demographics
Screen
(KLDM)   The contract line demographic data screen provides the user with the capability to maintain data for the labels identified for the contract line.

Contract Line
Items By Line
Item Number
Screen
(KLIN)   The contract line screen #1 provides the user with a list of line numbers for a given contract.

Contract Line Item
Description Change
Screens
(KMOD)   The contract commodity specification change screen provides the user with the ability to make inquiries to the commodity specification changes for a given contract.

Contract Non-Payable
Invoice/Payment
Screen
(KNPI)   The contract non-payable invoice/payment screen provides for add, change, delete and inquiry of basic contract non-payable invoice/payment information.

Contract Notes
Screens
(KNTE)   The contract notes screen provides the user with the capability to record notes about a given contract.

Contract Header
Demographics Data
Screen
(KODM)   The contract demographic data screen provides the user with the capability to maintain data
                  for the labels identified for the contract header.

Contract Fiscal
Year Screens
(KOFY/KOF2/
KOF3/KOF4)   The contract fiscal year screen provides the user with the capability to record and maintain
                  fiscal year not to exceed amounts for processing of contract invoices. The KOF2 screen
                  provides the user with a view of financial aspects by fiscal year of the contract. The KOF3
                  screen provides the user with the ability to maintain Not To Exceed
                  Retainage/Advance/Deferred Compensation amounts for each contract. The KOF4 screen
                  provides the user with a view of the advance amount, outstanding advance balance, retainage
                  paid, and the retainage available balance.

Contract Payment
Accounting Distribution
Screens
(KPAG/KPA2)   The contract payment accounting distribution screen provides the user with the ability to
                  record the payment amount applicable to the accounting distribution specified.

Contract Payments
Schedule Screens
(KSCD/KSC2)   The contract payments schedule screen provides the user with the user with the capability to
                  enter and maintain monthly payment, retainage, recoupment, and deferred compensation
                  information and to inquire amount paid and other financial information by fiscal month for
                  the fiscal year.

Contract Vendor
Text Screens
(KVTX)   The contract vendor text screen provides the user with the user with the ability to record
                  vendor information with respect to a specific contract line.

Cross-Reference   Steps

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.6   Change Contract Description

Overview   The CFMS user is provided the capability to maintain description relating to a specific contract in CFMS. This is accomplished by use of the KDES screen. However, once a specific contract is approved by OCR, text cannot be changed by the agency.

Inputs
- Required contract number

- Required changes to description text

Outputs
- Update of KDES Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the contract number for which the user will change description text and the required change to text.

       Contract Number must be a valid contract number for which the description is to be added.

       Description is the text that will be used to describe a given contract. The first two lines of text will appear on the contract entry screen, immediately under the title lines.

2.   Change KDES record in CFMS.

CFMS 4: KDES   a.   If user is not in the **KDES** screen, type **KDES** in the Function Line. Press RETURN/ENTER.

                         b.   Type **GET** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number if it is not already displayed. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                         c.   Using the TAB key, move to Text Action field and chose desired text action. Valid values are:

                                T - TOP (of page/text line record)
                                B - BOTTOM (of page/text line record)
                                U - UP (move text lines up one page or six lines of text)
                                D - DOWN (move text lines down one page or six lines of text)
                                R - RELATIVE (scroll to specific text line referenced in line number)

Cross-Reference   Steps

             d.   If 'Relative' is selected, TAB to Line Number and enter the line number to go to.

   3.   Press RETURN/ENTER.

           NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

             a.   Type **CHANGE** in the Function Line. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

   4.   Press RETURN/ENTER.

           NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.7 Delete/Insert Contract Description

Overview   The CFMS user is provided the capability to delete and/or insert text lines of description relating to a specific contract in CFMS. This is accomplished by use of the KDES screen. However, once a specific contract is approved by OCR, text cannot be changed by the agency.

Inputs   ● Required contract number

                      ● Required text line action code

                      ● Required text action

                      ● Required changes to text

Outputs   ● Update of KDES Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1. Determine the contract number for which the user will delete/insert description text and the required change to text.

                      2. Delete/Insert text lines in KDES records.

KONT 4: KDES   a. If user is not on the **KDES** screen, type **KDES** in the Function Line. Press RETURN/ENTER.

                         b. Type **GET** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number if it is not already displayed. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                         c. Using the TAB key, move to Text Action field and chose desired text action. Valid values are:

                            T - TOP (of page/text line record)
                            B - BOTTOM (of page/text line record)
                            U - UP (move text lines up one page or six lines of text)
                            D - DOWN (move text lines down one page or six lines of text)
                            R - RELATIVE (scroll to specific text line referenced in line number)
                            I - INSERT (text after the line indicated in the Line Number field)
                            X - DELETE (text line numbers indicated in the Line Number field)

Cross-Reference   Steps
_____

      d.   If 'Relative' is selected, TAB to Line Number and enter the line number to go to.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

      NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

      a.   Type **C (CHANGE)** in the Function Line.

      b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

      c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines displayed)) or, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

              X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted.

              I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

      a.   If inserting text, type **C (CHANGE)** in the function line.

Cross-Reference   Steps

       b.   Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

    5.   Press RETURN/ENTER.

       NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.8   Inquire Contract Description

Overview   The CFMS user is provided the capability to inquire text lines of description relating to a specific contract in CFMS. This is accomplished by use of the KDES screen.

Inputs   ●   Required contract number

                  ●   Required text action

Outputs   ●   Display of requested KDES Table text lines

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the contract number for which the user will inquire text.

           Contract Number must be a valid contract number for which the description is to be added.

           Text Action field and type desired text action code. Valid values are:

           T - TOP (of page/text line record)
           B - BOTTOM (of page/text line record)
           U - UP (move text lines up one page)
           D - DOWN (move text lines down one page)
           R - RELATIVE (scroll to specific text line referenced in line number)

2.   Inquire KDES record text.

KONT 4: KDES   a.   If user is not on the **KDES** screen, type **KDES** in the Function Line. Press RETURN/ENTER.

                  b.   Type **GET** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.

                  c.   Using the TAB key, move to Text Action field and type desired text action.

                  d.   If '**R**' for 'Relative' is chosen, TAB to the Line Number and enter the line number to go to.

3.   Press RETURN/ENTER. Requested record should be displayed.

1.9   Change Contract Entry Detail Record

Overview   The CFMS user is provided the capability to set up the payment basis and change and inquire certain data elements of the contract record. This is accomplished by use of the KEN2 screen.

Inputs
- Required Contract Number

- Required Changes to Payment Billing Basis

- Required Changes to Payment Percent

- Required Changes to Payment Amount

- Required Changes to Retainage Billing Basis

- Required Changes to Retainage Percent

- Required Changes to Recoupment Billing Basis

- Required Changes to Recoupment Percent

- Required Changes to Deferred Compensation Billing Basis

- Required Changes to Deferred Compensation Percent

- Required Changes to Payment Frequency

- Required Changes to Day to Pay

- Required Changes to Beginning Pay Date

- Required Changes to Ending Pay Date

- Required Changes to Deferred Compensation Vendor

- Required Changes to Contract Funding Source-Federal

- Required Changes to Contract Funding Source-State

- Required Changes to Contract Funding Source-Bond

- Required Changes to Contract Funding Source-Other

- Required Changes to Contract Funding Source-Local

1.14 Add Contract Notes

Overview   The CFMS user is provided the capability to add notes relating to a specific contract in CFMS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

Inputs   ●   Required contract number

             ●   Required notes text

Outputs   ●   Update of KNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                              1.   Determine the contract for which notes will be added and the text to be entered into contract notes.

CFMS 4: KNTE   2.   If user is not on the **KNTE** screen, type **KNTE** in the Function Line. Press RETURN/ENTER.

                                       a.   Type **GET** in the Function Line. Type the desired contract number at the Contract Number field. If left blank on inquiry, the system will default to the first contract number in the database.

                                       b.   Press RETURN/ENTER. If text is present, the text should be formatted to the screen. Otherwise, null lines (.) will appear.

                                       c.   Type **CHANGE** in the Function Line. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out to get a blank line.

                              3.   Press RETURN/ENTER.

                                       NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL' .

1.15 Change Contract Notes

Overview   The CFMS user is provided the capability to maintain notes relating to a specific contract in CFMS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

Inputs   ●   Required contract number

                     ●   Required changes to notes text

Outputs   ●   Update of KNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine the contract number for which the user will change notes text and the required change to text.

CFMS 4: KNTE   2.   If user is not in the KNTE screen, type **KNTE** in the Function Line. Press RETURN/ENTER.

                             a.   Type **GET** in the Function Line. At the Contract Number field type desired contract number. If left blank on inquiry, the system will default to the first contract number in the database.

                             b.   Using the TAB key, move to Text Action field and type desired text action.

                    3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                             NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

                             a.   Type **CHANGE** in the Function Line. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

Cross-Reference   Steps

      4. Press RETURN/ENTER.

        NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.16 Delete/Insert Contract Notes

Overview   The CFMS user is provided the capability to delete and/or insert text lines of notes relating to a specific contract in CFMS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

Inputs   ●   Required contract number

        ●   Required text line action code

        ●   Required text action

        ●   Required changes to notes

Outputs   ●   Update of KNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the contract number for which the user will delete/insert notes text and the required change to text.

2.   Delete/Insert text lines in KNTE records.

CFMS 4: KNTE   a.   If user is not on the KNTE screen, type **KNTE** in the Function Line. Press RETURN/ENTER.

b.   Type **GET** in the Function Line. At Contract Number field type desired contract number.

c.   Using the TAB key, move to Text Action field and type desired text action.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested record.

Cross-Reference   Steps
_____

        a.   Type **C (CHANGE)** in the Function Line.

        b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

        c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines displayed)) or, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

              X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted.

              I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

        a.   If inserting text, type **C (CHANGE)** in the function line.

        b.   Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

5.   Press RETURN/ENTER.

      NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.17 Inquire Contract Notes

Overview   The CFMS user is provided the capability to inquire text lines of notes relating to a specific contract in CFMS. This is accomplished by use of the KNTE screen.

Inputs   ● Required contract number

          ● Required text action

Outputs   ● Display of requested KNTE Table text lines

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the contract number for which the user will inquire text.

2.   Inquire KNTE record text.

CFMS 4: KNTE   a.   If user is not in the KNTE screen, type **KNTE** in the Function Line. Press RETURN/ENTER.

          b.   Type **GET** in the Function Line. Using the TAB key, move to the Contract Number field and type desired contract number.

3.   Press RETURN/ENTER. Requested contract notes should be displayed.

          NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

Cross-Reference	Steps

    d.   Using the TAB key, move to Text Action field and chose desired text action. Valid values are:

                    T - TOP (of page/text line record)
                    B - BOTTOM (of page/text line record)
                    U - UP (move text lines up one page or six lines of text)
                    D - DOWN (move text lines down one page or six lines of text)
                    R - RELATIVE (scroll to specific text line referenced in line number)
                    I - INSERT (text after the line indicated in the Line Number field)
                    X - DELETE (text line numbers indicated in the Line Number field)

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

      NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

    a.   Type **CHANGE** in the Function Line. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

10.7 Delete/Insert Contract Amendment/Change Text

Overview   The CFMS user is provided the capability to delete and/or insert text lines of contract amendment/change text relating to a specific contract amendment/change in CFMS. This is accomplished by use of the KCTX screen.

Inputs

- Required contract number

- Required contract amendment/change number

- Required text line action code

- Required text action

- Required change to text

Outputs

- Update of KCTX Screen

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the contract amendment/change for which the user will delete/insert contract amendment/change text and the required change to text.

CFMS 4: KENT   **Contract Number** must be a valid and active contract record in the KONT Screen.

CFMS 4: KAMD   **Amd/Chg Number**, combined with the contract number, must be a valid and active contract amendment/change record in the KCHG Screen.

INST 4: BAAT   User must have access and maintenance authority in the BAAT Screen for the agency records to process this screen.

2. Delete/Insert text lines in KCTX records.

CFMS 4: KCTX   a. If the user is not on the **KCTX** screen, type **KCTX** in the Function Line. Press RETURN/ENTER.

                      b. Type **GET** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.

                      c. Using the TAB key, move to Amd/Chg Number field and type desired amendment/change number.

Cross-Reference   Steps

      d.   Using the TAB key, move to Text Action field and chose desired text action. Valid values are:

           T - TOP (of page/text line record)
           B - BOTTOM (of page/text line record)
           U - UP (move text lines up one page or six lines of text)
           D - DOWN (move text lines down one page or six lines of text)
           R - RELATIVE (scroll to specific text line referenced in line number)
           I - INSERT (text after the line indicated in the Line Number field)
           X - DELETE (text line numbers indicated in the Line Number field)

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

      NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the transaction screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

      a.   Type **C (CHANGE)** in the Function Line.

      b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

      c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines displayed)) or, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

        X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted.

        I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

Cross-Reference   Steps _____

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

10.8 Inquire Contract Amendment/Change Text

Overview　　　　　The CFMS user is provided the capability to inquire text lines of contract amendment/change text relating to a specific contract amendment/change in CFMS. This is accomplished by use of the KCTX screen.

Inputs
- Required contract number

- Required contract amendment/change number

- Required text action

Outputs
- Display of requested KCTX Screen text lines

**Completing
The Procedure**

Cross-Reference　　　　　　　Steps

1. Determine the contract amendment/change for which the user will inquire text.

CFMS 4: KENT　　　　　**Contract Number** must be a valid and active contract record in the KONT Screen.

CFMS 4: KAMD　　　　　**Amd/Chg Number**, combined with the contract number, must be a valid and active contract amendment/change record in the KCHG Screen.

INST 4: BAAT　　　　　User must have access and maintenance authority in the BAAT Screen for the agency records to process this screen.

2. Inquire KCTX record text.

CFMS 4: KCTX　　　　　a. If the user is not on the **KCTX** screen, type **KCTX** in the Function Line. Press RETURN/ENTER.

　　　　　b. Type **GET** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.

　　　　　c. Using the TAB key, move to Amd/Chg Number field and type desired amendment/change number.

Cross-Reference   Steps
_____

                        d.   Using the TAB key, move to Text Action field and chose desired text action. Valid values are:

                                T - TOP (of page/text line record)
                                B - BOTTOM (of page/text line record)
                                U - UP (move text lines up one page or six lines of text)
                                D - DOWN (move text lines down one page or six lines of text)
                                R - RELATIVE (scroll to specific text line referenced in line number)

            3.   Press RETURN/ENTER.. Requested record should be displayed.

Chapter 4 Documents

KCTX   Contract Amendment Text

```
 ENTER FUNCTION:                 TRANS: KCTX

  CONTRACT CHANGE TEXT TABLE                                    DATE:
  KEY IS CONTRACT NUMBER AND AMENDMENT NUMBER                   TIME:
                                                                TERM:
  CONTRACT NUMBER....: .......... :
  AMENDMENT NUMBER...: ..
  AMENDMENT STATUS...:              :
  TEXT ACTION......: .  LINE NUMBER: .....  LINE TOTAL:

   --------1---------2---------3---------4---------5---------6---------7

 ..........................................................................
 ..........................................................................
 ..........................................................................
 ..........................................................................
 ..........................................................................
 ..........................................................................
 ..........................................................................
 ..........................................................................
```

Purpose   The purpose of the Contract Amendment Text screen is to provide the user with the capability to document text that is pertinent to a particular contract amendment.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire KCTX Screen.

Procedure
Cross-Reference   Chapter 2 - Contract Management Processing;

10.5 Add Contract Amendment/Change Text
10.6 Change Contract Amendment/Change Text
10.7 Delete/Insert Contract Amendment/Change Text
10.8 Inquire Contract Amendment/Change Text

Field Completion

Field	Size	Description
Contract Number	10	Unprotected. Key. Required for obtaining record. Specifies the contract number for which text will be generated or viewed.
Contract Title	40	Protected. The inferred first line of the contract title from the KONT database.
Amendment Number	2	Unprotected. Key. Required for obtaining record. Specifies the amendment number for which text will be generated or viewed.
Amendment Status	3	Protected. The status code of the amendment number.
Amendment Status Title	30	Protected. An interpretation of the status code from BTAB Screen SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid values are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file. Maintained by the system.
Text Lines	9x70	Unprotected. Free form text lines at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KCT2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:                 TRANS: KCT2

  CONTRACT CHANGE TEXT TABLE  #2                              DATE:
  KEY IS CONTRACT NUMBER AND AMENDMENT NUMBER                 TIME:
                                                              TERM:
  CONTRACT NUMBER....:            :
  AMENDMENT NUMBER...:
  AMENDMENT STATUS...:            :
  SCROLL ACTION......:   LINE NUMBER:       LINE TOTAL:

 ACT  ---------1---------2-------3---------4---------5- -------6---------7
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Contract Amendment Text Screen #2 is to provide the user with the ability to insert or delete lines of text from the Contract Amendment Text Screen #1 (KCTX). Access to this screen can only be achieved by leafing from KCTX. When appropriate action has been indicated, the system will automatically return to KCTX upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert KCTX Screen.

**Procedure
Cross-Reference**   Chapter 2 - Contract Management Processing;

                     10.7 Delete/Insert Contract Amendment/Change Text.

Field Completion

Field	Size	Description
Contract Number	10	Protected. Key. Specifies the contract number for which text will be changed.
Contract Title	40	Protected. The title of the contract as provided from the KONT database.
Amendment Number	2	Protected. Key. Specifies the amendment number for which text will be changed.
Amendment Status	3	Protected. The status code of the amendment.
Amendment Status Title	30	Protected. An interpretation of the status code from BTAB Screen SK (Status Code - Contract).
Scroll Action	1	Protected. The scroll action code carried forward from the KCTX screen.
Line Number	4	Protected. The line number field carried forward from the KCTX screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action	9x2	Unprotected. 'I' indicates insert action which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Amendment Text	9x70	Protected. A display of text carried forward from the KCTX screen. Any change action will cause the screen to return to KCTX with the appropriate action taken.

KDES   Contract Description Screen

```
ENTER FUNCTION:                 TRANS: KDES
                                                        DATE:
CONTRACT DESCRIPTION TABLE                              TIME:
KEY IS CONTRACT NUMBER                                  TERM:

CONTRACT NUMBER....: .......... :
                                :
STATUS CODE........:            :
TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:

                     --------1--------2--------3--------4
                     ......................................
                     ......................................
                     ......................................
                     ......................................
                     ......................................
                     ......................................
```

Purpose   The purpose of the Contract Description screen is to allow the user to maintain additional description text for a given contract. This description text will be used by the system as information for any further processing of this Contract. Access to this screen is granted only to those contracts for which the user has security access.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire KDES Screen.

Procedure
Cross-Reference   Chapter 2 - Contract Management Processing;

           1.5 Add Contract Description
           1.6 Change Contract Description
           1.7 Delete/Insert Contract Description
           1.8 Inquire Contract Description

Field Completion

Field	Size	Description
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which the contract title is to be changed or inquired.
Contract Title	2x40	Protected. The first two lines of the title of the contract from the Contract entry screen (KENT).
Status Code	3	Protected. The status code of the contract.
Status Title	30	Protected. The interpretation of the status code from BTAB Screen SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

T - Top
B - Bottom
U - Page up
D - Page down
R - Relative
I - Insert
X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Lines	6x40	Unprotected. Optional. The first 2 lines of text will appear on the contract entry screen, immediately under the 2 title lines: Free form text lines at the user's discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines. Blank lines are created by changing the '.' to a space.

KDE2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:              TRANS: KDE2
                                                        DATE:
 CONTRACT DESCRIPTION TABLE  #2                         TIME:
 KEY IS CONTRACT NUMBER                                 TERM:

 CONTRACT NUMBER....:           :
                                :
 STATUS CODE........:           :
 SCROLL ACTION......: .  LINE NUMBER: 0000 LINE TOTAL: 0000

        ACT        ---------1---------2---------3---------4
        ..
        ..
        ..
        ..
        ..
        ..
```

Purpose   The purpose of the Contract Description Screen #2 is to provide the user with the ability to insert or delete lines of text from the Contract Description Screen #1 (KDES). Access to this screen can only be achieved by leafing from KDES. When appropriate action has been indicated, the system will automatically return to KDES upon depressing enter key to process the indicated action.

Screen Characteristics   Delete/Insert KDES Screen.

Procedure Cross-Reference   Chapter 2 - Contract Management Processing;

1.7 Delete/Insert Contract Description.

Field Completion

Field	Size	Description
Contract Number	10	Protected. Key. Specifies the contract number for which the description will be changed.
Contract Title	40	Protected. The first two lines of the title of the contract from the contract entry screen (KENT).
Status Code	3	Protected. The status code of the contract.
Status Title	30	Protected. The interpretation of the status code from BTAB Screen SK (Status Code - Contract).
Scroll Action	1	Protected. Scroll action code carried forward from KDES screen.
Line Number	4	Protected. Line number carried forward from KDES screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action	6x2	Unprotected. Required. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Lines	6x40	Protected. A display of text carried forward from the KDES screen. Any change action will cause the screen to return to KDES with the appropriate action taken.

Field Completion

Field	Size	Description
Contract Number	10	Unprotected. Key. Required for ADD. If left blank on inquiry, the system will display the first contract number in the database. If input the system will return the requested contract number specified.
Contract Number Title	40	Protected. The title of the contract from the KONT Screen.
Line Number	5	Unprotected. Key. Required for ADD. The contract line for which demographic data will be entered. If left blank on inquiry, the system will return with the first contract line in the database for the specified contract number.
Commodity Number	11	Protected. Display of the commodity number for the specified contract number and line number.
Commodity Number Title	40	Protected. Display of the first line of commodity description form the KMOD Screen, if present, or the CSPC Screen for the specified contract number, line number and commodity code.
Label 1 - 30	15	Protected. Display of the demographic labels from the KLDL Screen for the specified contract, if contract executive agency and fiscal year is key to a valid KLDL record.
Demographics Data (Fields 1-30)	20	Unprotected. Optional. Use to enter demographics data for the specified contract number and line number. Entry should be based on displayed field label.

KMOD   Contract Line Item Description Change Screen

```
 ENTER FUNCTION:                   TRANS: KMOD

 CONTRACT COMMODITY DESCRIPTION CHANGES TABLE                    DATE:
 KEY IS CONTRACT NUMBER AND CONTRACT LINE                        TIME:
                                                                 TERM:
 CONTRACT NUMBER....: .......... :
 CONTRACT LINE......: .....        COMMODITY CODE:
 LINE STATUS........:            :
 TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:      BASIC TEXT CHGD:

        TYPE      ---------1---------2---------3---------4
         .        .....................................
         .        .....................................
         .        .....................................
         .        .....................................
         .        .....................................
         .        .....................................
         .        .....................................
```

Purpose   The purpose of the Contract Commodity Specification Change screen is to allow the user to make inquires to the commodity specification changes for a given Contract. These changes will be used by the system in place of commodity specifications for any further processing of this Contract. Access to this screen is granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire KMOD Screen.

**Procedure
Cross-Reference**   Chapter 2 - Contract Management Processing;

                           1.5 Add Contract Description
                           1.6 Change Contract Description
                           1.7 Delete/Insert Contract Description
                           1.8 Inquire Contract Description Changes

Field Completion

Field	Size	Description
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which commodity specifications will be inquired.
Contract Title	40	Protected. The title of the contract as provided from the Contract database.
Contract Line	5	Unprotected. Key. Required. Specifies the contract line number for which commodity specifications will be viewed.
Commodity Number	11	Protected. The entry is input by the system and correlates to the line number for associated contract number.
Line Status	3	Protected. The status code of the contract line.
Line Status Title	30	Protected. An interpretation of the status code from BTAB Screen SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Has Basic Text Changed	1	Protected. Indicates the original text description has been changed.
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Total Lines	4	Protected. Indicates the total number of lines associated with this text file.
Type	9x1	Unprotected. Describes the type of commodity description lines: A - Class description B - Sub-class description C - Item description D - Extended description E - Packaging and shipping F - Buyer notes.
Text	9x40	Unprotected. Commodity description as changed through the contract process.

KMO2   THIS SCREEN IS NO LONGER AVAILABLE

```
 ENTER FUNCTION:                  TRANS: KMO2

 CONTRACT COMMODITY DESCRIPTION CHANGES TABLE #2              DATE:
 KEY IS CONTRACT NUMBER AND CONTRACT LINE                     TIME:
                                                              TERM:
 CONTRACT NUMBER....: .......... :
 CONTRACT LINE......:              COMMODITY CODE:
 LINE STATUS........:           :
 TEXT ACTION......:   LINE NUMBER:     LINE TOTAL:      BASIC TEXT CHGD:

 ACT    TYPE       ---------1---------2---------3---------4
  ..
  ..                           .
  ..
  ..
  ..
  ..
  ..
```

Purpose   The purpose of the Contract Line Item Description Change Continuation Screen is to provide the user with the ability to insert or delete lines of text from the Contract Line Item Description Change Screen (KMOD). Access to this screen can only be achieved by leafing from KMOD. When appropriate action has been indicated, the system will automatically return to KMOD upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert KMOD Screen.

**Procedure
Cross-Reference**   Chapter 2 - Contract Management Processing;

1.7 Delete/Insert Contract Description

KNTE **Contract Notes Screen**

```
 ENTER FUNCTION:                TRANS: KNTE

 CONTRACT NOTES TABLE                                    DATE:
 KEY IS CONTRACT NUMBER                                  TIME:
                                                         TERM:
 CONTRACT NUMBER....: ..........
 TITLE LINE 1.......:
 TITLE LINE 2.......:
 CONTRACT STATUS....:     :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3---------4---------5---------6---------7

        ..............................................................
        ..............................................................
        ..............................................................
        ..............................................................
        ..............................................................
        ..............................................................
```

Purpose   The purpose of the Contract Notes screen is to provide the user with the capability to record
                       notes about a given contract. The text format is free form and can be used in any manner that
                       the user desires. Use of this screen would normally be to record information about the
                       contract in general, e.g., buyer notes, etc. Such information would not normally be found in
                       other text areas. KNTE should be considered an electronic notepad for use by the person
                       administering the contract. Access is granted to those contracts for which the user has
                       security access.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire KNTE Screen.

Procedure
Cross-Reference   Chapter 2 - Contract Management Processing;

                       1.14 Add Contract Notes
                       1.15 Change Contract Notes
                       1.16 Delete/Insert Contract Notes
                       1.17 Inquire Contract Notes

Field Completion

Field	Size	Description
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which text will be generated or viewed.
Title	2x40	Protected. The first two contract title lines as provided from the Contract screen.
Contract Status	3	Protected. The status code of the contract.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Screen SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Lines	6x70	Unprotected. Free form text lines at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KNT2   **THIS SCREEN IS NO LONGER AVAILABLE**

```
 ENTER FUNCTION:                    TRANS: KNT2

  CONTRACT NOTES TABLE  #2                                       DATE:
  KEY IS CONTRACT NUMBER                                         TIME:
                                                                 TERM:
  CONTRACT NUMBER....:
  TITLE LINE 1.......:
  TITLE LINE 2.......:
  CONTRACT STATUS....:     :
  SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

 ACT     ---------1---------2---------3---------4---------5---------6---------7
  ..
  ..
  ..
  ..
  ..
  ..



```

Purpose   The purpose of the Contract Notes Screen #2 is to provide the user with the ability to insert or delete lines of text from the Contract Notes Screen #1 (KNTE). Access to this screen can only be achieved by leafing from KNTE. When appropriate action has been indicated, the system will automatically return to KNTE upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert KNTE Screen.

**Procedure
Cross-Reference**   Chapter 2 - Contract Management Processing;

1.16 Delete/Insert Contract Notes.

Field Completion

Field	Size	Description
Contract Number	10	Protected. Key. Specifies the contract number for which text is to be changed or deleted.
Title	2x40	Protected. The first two contract title lines as provided from the Contract screen.
Contract Status	3	Protected. The status code of the contract.
Contract Status Title	30	Protected. An interpretation of the status code from BTAB Screen SK (Status Code - Contract).
Scroll Action	1	Protected. The scroll action code carried forward from the KNTE screen.
Line Number	4	Protected. The line number of the KNTE record.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action	6x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Lines	6x70	Protected. A display of text carried forward from the KNTE screen. Any change action will cause the screen to return to KNTE with the appropriate action taken.

Table of Contents

KABC   **Contract Inquiry By Agency and Buyer Screen:** The purpose of the Contract Inquiry by Agency and Buyer screen is to provide the user with a list of contracts and their titles for the Contracting Agency and Buyer Code specified. Access is granted only to those contracts for which the user has security access.

KACG   **Contract Accounting Distribution Screen:** The purpose of the Contract Accounting Distribution screen is to provide the ability to add, change, delete or inquire an accounting distribution record. This record provides the interface with the accounting system to allow for pre-encumbrance or encumbrance of funds in the accounting system. The action code identifies the type of transaction that is processed in the accounting system.

KADS   **Contract Accounting Distribution Summary Table:** The purpose of the Contract Accounting Distribution Summary screen is to provide the user with a list of the accounting distributions defined for a contract by fiscal year. Access is granted only to those contracts for which the user has security access.

KAMD   **Contract Amendment/Change Screen:** The purpose of the Contract Amendment/Change screen is to provide the user with the capability to add, change, delete or inquire contract amendment/change records. Access to the records is granted only to those users that have security access.

KANO   **Contract Inquiry By Purchasing Agency Screen:** The purpose of the Contract Inquiry by Purchasing Agency screen is to provide the user with a list of contracts and their titles for the agency specified. Access is granted only to those contracts for which the user has security access.

KANV   **Contract By Agency Number and Vendor Screen:** The purpose of the Contracts by Agency Number and Vendor Table is to provide the user with a list of CFMS contracts and their description along with vendor number and vendor name for the agency specified.

KARD   **Contract Audit Tickler Screen:** The purpose of the Contract Audit Tickler screen is to provide the user with the ability to add, maintain and generate tickler letters and reports. The letters and reports are generated based on audit and resolution due dates stored on the Contract Audit screen (KAUD). Access is granted only to those contracts for which the user has security access.

KASC   **Contracts By Agency, Status and Agency Contract Number Screen:** The purpose of the Contracts by Agency, Status and Agency Contract Number screen is to provide the user with a list of contracts and their titles for the contracting agency, status code and agency contract number specified. Access is granted only to those contracts for which the user has security access.

KAST   **Contracts By Agency and Status Code:** The purpose of the Contract by Agency and Status Code screen is to provide the user with a list of contracts and their titles and change dates for the agency and status code specified. Access is granted only to those contracts for which the user has security access.

KAUD   **Contract Audit Screen:** The CFMS Contract Audit Table is to provide the user with the ability to add, maintain and inquire contract audit requirement data. Access is granted to those contracts for which user has security access.

KBST   **Contract Inquiry By Status And Buyer Code Screen:** The purpose of the Contract Inquiry by Status And Buyer Code screen is to provide the user with a list of contracts and their titles, status codes, and change dates for the contracting agency and buyer code specified. Access is granted only to those contracts for which the user has security access.

KCAC   **Contract Amendment Accounting Distribution Screen:** The purpose of the Contract Amendment Accounting Distribution screen is to provide the ability to add, change, delete or inquire an accounting distribution change record. This record provides the interface with the accounting system to allow pre-encumbrance or changes of encumbrance of funds in the accounting system. The action code identifies the type of transaction that is processed in the accounting system.

KCAS   **Contract Amendment /Change By Agency and Status Code Screen:** The purpose of the Contract Change by Contracting Agency and Status Code is to provide the user with a list of contracts by agency number and status code any changes that are in effect for the contract. Should further detail be required, the user can leaf to the desired KAMD record if he has the correct security access.

KCOP   **Contract Capital Outlay Summary Screen:** The purpose of the Contract Capital Outlay Summary screen is to provide the user with a list of capital outlay contract accounting line summary information. This screen will display payable and non-payable contract information by sub-project. It will also display the conversion and retainage amounts. Data displayed is updated in the nightly cycle.

KCPY   **Contract Copy Screen:** The purpose of the Contract Copy screen is to provide the user with capability to copy CFMS contracts. Access is based on contracting agency and is granted only to those contracts which the user has access.

KCRN   **Contracts By Contract Review Number Screen:** The purpose of the Contracts by Contract Review Number screen is to provide the user with a display of a contract's values, encumbrance, and expenditure. Access is granted only to those contracts for which the user has security access.

KCTX   **Contract Amendment Text Screen:** The purpose of the Contract Amendment Text screen is to provide the user with the capability to document text that is pertinent to a particular contract amendment.

KCUP   **Contract Advance Refund Screen:** The purpose of the Contract Advance Refund screen is to provide the user with the capability to record contract recoupment history. The recoupment payments (checks) themselves will be directly entered into GFS as receivables. The maintenance of recoupment will be for historical purposes, to keep track of the total recoupments made against the recoupments owed. Access is granted for those users with proper security.

KCVR   **Contract Cover Sheet Request Screen:** The purpose of the Contract Cover Sheet Request screen is to provide the Office of Contractual Review with the capability to enter contract(s) and/or contract amendment(s) that need to be printed on a system generated OCR Cover Sheet.

KDES   **Contract Description Screen:** The purpose of the Contract Description screen is to allow the user to maintain additional description text for a given contract. This description text will be used by the system as information for any further processing of this Contract. Access to this screen is granted only to those contracts for which the user has security access.

KENL   **Contract Line Information Screen:** The purpose of the Contract Line Information screen is to provide the user with the capability to add, change and inquire information on contract lines. If class/sub-class is added on KENT screen, then a KENL will be built with the class\sub-class indicated on KENT and a item number equal '000000'. Access is granted only to those contracts for which the user has security access.

KENT   **Contract Entry Screen:** The purpose of the Contract Entry screen is to provide the user with capability to enter and maintain social services, professional, capital outlay construction, and other contracts. Access is based on contracting agency and is granted only to those contracts which the user has access.

KEN2   **Contract Entry Detail Screen:** The purpose of the Contract Entry Detail screen is to provide the user with the capability to set up the payment basis and change and inquire certain data elements of the contract record. Security is based on contracting agency and access is granted only to those contracts which the user has access.

KILN   **Contract Invoice/Payment Line Screen:** The purpose of the Contract Invoice/Payment Line screen is to provide for maintenance and inquiry of invoice line information. Access will be granted to those users with proper security.

KILT   **Contract Invoice Line Text Screen:** The purpose of the Contract Invoice Line Text screen is to provide the user with the ability to record vendor information with respect to a specific invoice line. Access is granted to those contracts for which the user has security access.

KIL2   **Contract Invoice Line Text Continuation Screen:** The purpose of the Contract Invoice Line Text Continuation screen is to provide the user with the ability to insert or delete lines of text from the Contract Invoice Line Text screen (KILT). Access to this screen can only be achieved by leafing from KILT. When appropriate action has been indicated, the system will automatically return to KILT upon depressing enter key to process the indicated action.

KIMI   **Contracts By CFMS Invoice Number Screen:** The purpose of the Contracts by CFMS Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the CFMS assigned Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.

KINI   **Contracts Invoice By Vendor Number Screen:** The purpose of the Contracts Invoice by Vendor Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Vendor Number. Inquire only. Access will be granted to those users with proper authority.

KINV   **Contract Invoice/Payment Screen:** The Contract Invoice/Payment screen provides for add, change, delete and inquiry of basic contract invoice/payment information. Access is granted only to those contracts for which the user has security access.

KLBL   **Contract Labels Screen:** The purpose of the Contract Labels screen is to provide the user with the capability to create and maintain contract header demographic labels for the document type specified. Access is granted only to those agencies for which the user has security access.

KLDL   **Contract Line Demographics Labels Screen:** The purpose of the Contract Line Demographics Labels screen is to provide the user with the capability to maintain contract line demographics labels for identification of demographic data to be captured for a contract line. Access is granted only to those agencies for which the user has security access.

KLDM   **Contact Line Demographics Data Screen:** The purpose of the Contract Line Demographics Data screen is to provide the user with the capability to maintain contract line demographics data to be captured for a contract line. Access is granted only to those contracts for which the user has security access.

KMOD   **Contract Line Item Description Change Screen:** The purpose of the Contract Line Item Description Change screen is to allow the user to make inquires to the commodity specification changes for a given contract. These changes will be used by the system in place of commodity specifications for any further processing of this contract. Access to this screen is granted only to those contracts for which the user has security access.

KNKN   **Contracts By Prior Contract Number Screen:** The purpose of the Contracts by Prior Contract Number screen is to provide the user with the ability to inquire the old contract number and find the new contract number in CFMS. Access is granted only to those contracts for which the user has security access.

KNPI   **Contract Non-Payable Invoice/Payment Screen:** The purpose of the Contract Non-Payable is to provide the user with the ability to add, change, delete and inquiry of basic non-payable invoice/payment information. Access is granted only to those contracts for which the user has security access.

KNTE   **Contract Notes Screen:** The purpose of the Contract Notes screen is to provide the user with the capability to record notes about a given contract. The text format is free form and can be used in any manner that the user desires. Use of this screen would normally be to record information about the contract in general, e.g., buyer notes, etc. Such information would not normally be found in other text areas. KNTE should be considered an electronic notepad for use by the person administering the contract. Access is granted to those contracts for which the user has security access.

KODM   **Contracts Header Demographics Data Screen:** The purpose of the Contract Header Demographics Data screen is to provide the user with the capability to maintain data for the contract header record. Security is based on contracting agency or contracting agency and access is limited to those users having the proper access.

KOFY   **Contract Fiscal Year Not To Exceed Amounts Screen:** The purpose of the Contract Fiscal Year Not To Exceed Amounts screen is to provide the user with the capability of adding and maintaining contract fiscal year not to exceed amounts, inquiring balance and payment information for the fiscal year. Security is based on contracting agency or contracting agency and access is limited to those users having the proper access.

KOF2   **Encumbrances, Payments, Adjustments Balances Screen:** The purpose of the Encumbrances, Payments, Adjustments Balances screen is to provide the user with the capability of inquiring encumbrance and payment information by fiscal year. Security is based on contracting agency and access is limited to those users having the proper access.

KOF3   **FY Retainage, Advance, and Deferred Compensation Amounts Screen:** The purpose of the FY Retainage, Advance, and Deferred Compensation Amounts screen is to provide the user with the capability of establishing retainage, recoupment, and deferred compensation not to exceed amounts and inquiring retainage, recoupment, and deferred compensation by fiscal year. Security is based on contracting agency and access is limited to those users having the proper access.

KOF4   **Advances, Retainage, Recoupment Balances Screen:** The purpose of the Advances, Retainage, Recoupment Balances screen is to provide the user with the capability of inquiring advanced amounts, recoupment collected amounts, advance balances, retainage held, retainage paid, and retainage balances by fiscal year. Security is based on contracting agency and access is limited to those users having the proper access.

KOFC   **Contract Fiscal Year Conversion Screen:** The purpose of the Contract Fiscal Year Conversion screen is to provide the user with the capability to adjust fiscal year information for conversion purposes. Security is based on contracting agency and access is limited to those users having the proper access. Access will be restricted to the conversion period only.

KPAG   **Contract Payment Accounting Distribution - Multiple Screen:** The purpose of the Contract Payment Accounting Distribution - Multiple screen is to provide the ability to record multiple contract payments to the accounting distributions specified. This screen will only display and provide maintenance of original KACG record amounts which have successfully processed through accounting for the related KINV record's fiscal year. The user may enter multiple accounting distribution payment amounts on the KPAG screen. The KINV payment amount must equal the amount of all account distribution amounts entered (KPAGs). Access is granted only to those contracts for which the user has security access.

KPA2   **Contract Payment Accounting Distribution - Single Screen:** The purpose of the Contract Payment Accounting Distribution - Single screen is to provide the ability to inquire the details of a contract payment accounting distribution record, to change the status of one of these records, or to establish a contract payment amount for the accounting distribution record. Access is granted only to those contracts for which the user has security access.

KPAS   **Contract Payments By Agency and Status Code Screen:** The purpose of the Contract Payments by Agency and Status Code screen is to provide the user with a list of contract payments by agency and status code. Should further detail be required, the user can leaf to the desired KINV record with the proper security access.

KPER   **Contract Vendor Performance Screen:** The Contract Vendor Performance screen provides for change and inquiry of vendor performance information. Access is granted only to those contracts for which the user has security access.

KPVN   **Contract Payment By Payment Voucher Number Screen:** The purpose of the Contract Payment by Payment Voucher Number screen is to provide the user with a contract number and vendor invoice number by payment voucher number. Should further detail be required, the user can leaf to the desired KINV record if he has the proper security access.

KSCD   **Payments/Retainage Schedule Screen:** The purpose of the Payments/Retainage Schedule screen is to provide the user with the capability to enter and maintain monthly payment and retainage information and to inquire amounts paid and retained by month for the fiscal year. Security is based on contracting agency and access is limited to those users having the proper access.

KSC2   **Recoupment/Deferred Compensation Schedule Screen:** The purpose of the Recoupment/Deferred Compensation Schedule screen is to provide the user with the capability to enter and maintain monthly recoupment and deferred compensation information and to inquire recoupment amounts collected and deferred compensation amounts paid by month for the fiscal year. Security is based on contracting agency and access limited to those users having the proper access.

KSTA   **Contract Inquiry By Status Code Screen:** The purpose of the Contract Inquiry by Status Code screen is to provide the user with a list of contracts and their titles and change dates for the status code specified. Access is granted only to those contracts for which the user has security access.

KSTC   **Contract Change By Status Code And Change Number Screen:** The purpose of the Contract Change by Status Code and Change Number screen is to provide the user with a list of contracts by status code any changes that are in effect for the contract, the change date, the contracting agency and the buyers code. Should further detail be required, the user can leaf to the desired KCHG record if he has the correct security access.

KTLE   **Contract Inquiry By Contract Title Screen:** The purpose of the Contract Inquiry by Contract Title screen is to provide the user with a list of contracts with title matching the one specified. The contract list includes the contract status and its change date. Access is granted only to those contracts for which the user has security access.

KTNO   **Contract Inquiry By T-Number Screen:** The purpose of the Contract Inquiry by T-Number screen is to provide the user with a list of contracts by T-Number. The contract list includes the contract status, vendor name, expiration date and its reprocurement date. Access is granted only to those contracts for which the user has security access.

KTN2   **Contract Inquiry By T-Number Table #2 Screen:** The purpose of the Contract Inquiry by T-Number Table #2 screen is to provide the user with the capability of inquiring encumbrance, payment and retainage information by t-number and fiscal year. Access is granted only to those contracts for which the user has security access.

KVIN   **Invoices By Agency, Contract Number and Vendor Invoice Number:** The purpose of the Invoices by Agency, Contract Number and Vendor Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Agency Number, assigned Vendor Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.

KVNO   **Contracts By Vendor Number Screen:** The purpose of the Contracts by Vendor Number screen is to provide the user with a list of contracts and their titles for the vendor specified. Should the user require further detail for a specific contract the user can leaf to the Contract screen and obtain whatever detail is required.

ORPT   **Online Report Submission Screen:** The purpose of the Online Report Submission screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK8s) as needed. The requested reports will display in the report distribution system.

RPT2   **Online Report Submission Continuation Screen:** The purpose of the Online Report Submission Continuation screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK11s) as needed. The requested reports will display in the report distribution system.